

DEPARTMENT OF CONSUMER PROTECTION  
Processing Technician

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Anyone on current examination list or lateral transfer  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Unit:** Medical Marijuana Program  
**Job Posting No:** 112902  
**Hours:** 40 Hours / Week  
**Salary:** CL16 / \$46,721 annual  
**Closing Date:** Monday, January 18, 2016 at 5pm

**Eligibility Requirement:** Candidates must have applied for and passed the exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**EXAMPLES OF DUTIES:** Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

View the full job specification at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4600>

We are seeking a candidate with the following **Preferred Skills:**

Experience and knowledge of licensing and/or registration procedures  
Experience and knowledge of CAVU and/or Biznet  
Experience and working knowledge of Microsoft Office products  
Experience with Oral and written communication skills

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a *cover letter* which states their interest and suitability for the position, *a resume*, *three letters of professional reference* from current and / or former supervisors, and an Application for Examination or Employment (Form CT-HR-12- available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)) . State employees must include copies of their *last three (3) annual performance evaluations* (must be current and consecutive) in lieu of references no later than the closing date to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services / SmART Unit  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106

**Confidential Fax: (860) 622-4921 (preferred method) OR**

**Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov) , MUST include Proc Tech 112902 (last name) in subject line.**

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.